



State Procurement

2013 — 2nd QUARTER NEWSLETTER

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LEGISLATION

Do you have upcoming Information Technology (IT) Projects? If so, you should be aware of recent legislative changes.

An IT project is defined as an endeavor undertaken to create a unique, technology-based product, service or result. Senate Bill [2033](#) defines a major IT project as a project with a total cost of \$500,000 (increased from \$250,000)

Two bills impact executive branch agencies, excluding institutions under the jurisdiction of the State Board of Higher Education:

Senate Bill 2021, Section 5: Agencies considering development of any IT projects estimated at or above \$100,000 are required to involve ITD in the study and planning of the project and receive a recommendation from ITD prior to proceeding with any study related to the project.

Senate Bill 2034:

Agencies proposing to conduct a major IT project (over \$500,000) must collaborate with ITD and OMB, in consultation with the Attorney General on the procurement, contract negotiation, and contract administration.)

Minimum qualifications will be established for project managers and procurement officers working on major IT projects.

An executive steering committee must oversee each major IT project.

The Chief Information Officer or designee and head of the contracting agency must sign all agreements/contracts, amendments, revision, scope changes, etc.

ITD and OMB are collaborating on guidelines to implement this legislation. If you have any questions related to IT procurements, please contact Angie Scherbenske (328-2779) or Tricia Opp (328-1721) in the State Procurement Office.

Changes to Limitation of Liability Approval Process

HB 1069—Effective August 1, 2013, an agency will no longer need to have formal written approval from the Attorney General and Director of OMB to agree to a limitation of liability provision. The agency, in consultation with the office of management and budget and the attorney general's office, shall prepare a written documentation before agreeing to any liability limitation. An agency's authority to agree to a limitation of liability is limited to contracts for the purchase or lease of, or services related to, software, communication, or electronic equipment and economic forecasting and may only limit the agency's ability to recover indirect consequential damages. OMB will be revising its guidelines to reflect the amended law.

FARGO LEVEL 2 PROCUREMENT TRAINING

We just recently scheduled a Level 2 Procurement training class in Fargo. If you, or someone in your office is interested in attending the class, please login to the PeopleSoft Hub to Self-enroll. Questions about the class may be directed to Linda Hanna at 701-328-2740 or lhanna@nd.gov.

DATE: July 24,

8am-4pm

LOCATION: Job Service of ND

[Bidder Registration](#)

[Agency eServices](#)

[Procurement Staff](#)

[2013 Training Schedule](#)

Rough Rider Industries ... Transforming One of North Dakota's Forgotten Commodities

An article from Rough Rider Industries, a government source of supply. Agencies can purchase from RRI without obtaining competition.

Prison.... Does this word conjure up any positive thoughts? Probably not. Most of us have little sympathy for people who don't play by the rules. Today, over 1,500 men and women are incarcerated in the North Dakota correctional system. Prison is not a pretty place and should be a place no one wants to go, yet it must not be a place entirely without hope. For many of these offenders behind bars, there is an opportunity to be productive with their time of incarceration. Male offenders who are compliant with their treatment, education, and avoid behavioral problems may earn a chance to work at Rough Rider Industries.

Rough Rider Industries mission is to employ inmates to produce quality goods and services in a self-sustaining manner that makes the time of incarceration productive, while preparing the inmate to reintegrate into society. With over 97% of inmates returning to the streets from which they came, equipping them with the tools and job skills necessary to be productive and successful upon their release lessens the cost to society. Those who are accepted into our program learn some of life's most valuable lessons. A regular work schedule, pride and accountability for what they produce, and teamwork is just a few of the job skills learned while employed at Rough Rider Industries.

Managing money is a foreign concept to many inmates. Rough Rider Industry inmates must use their earnings to pay child support, fines and court fees, and any other restitution that they may have which helps lessen the cost to society. A portion of these earnings are also set aside in a personal savings account for when they are released. This set aside money helps make their transition from prison to the community more successful.

Rough Rider Industries was established in 1975 and is a self-funded state agency which uses no tax dollars to support our programs. All salaries, equipment, capital improvements, and operating expenses are paid from revenues generated from the sale of our products and services. North Dakota tax payers profit because our revenue helps defray the huge cost to run the North Dakota prison system.

Rough Rider Industries currently employs 34 staff members and 170 inmates amongst 3 separate correctional facilities. Current industries operated by Rough Rider Industries include a furniture and metal fabrication shop, office seating manufacturer, sign shop, North Dakota license plate factory, a cut-n-sew operation, upholstery shop, and a sandbagging operation. We purchase many of our raw materials, supplies and services from North Dakota businesses. We also partner with North Dakota private business that would otherwise look for out-of-state companies to fulfil their needs, and we provide a hard to find labor force to other private sector businesses.

Rough Rider Industries is unable to sell directly to the general public. Our products can be purchased through any authorized retailer, or be purchased directly by governmental agencies, which include federal, state, and tribal agencies and political subdivisions, for use in official business, and by nonprofit organizations. We believe the quality of our products and our service speaks for itself as evidenced by the years of repeat business from many of our eligible customers.

ANNOUNCING OFFICE DEPOT AS THE CONTRACTOR FOR STATE CONTRACT #200—OFFICE SUPPLIES

Ordering office supplies just became easier for public entities in North Dakota!

The contract start date was June, 1, 2013. The State has negotiated pricing for all products contained in the 2013 to Office Depot catalog resulting in an overall cost savings to the state.

The state contract is a cooperative purchasing contract made available to eligible public entities.

The state contract is made mandatory for use by Agencies and Institutions in the Executive Branch of state government.

A few benefits of the state term contract with office Depot include:

- Website capabilities, including:
 - ◊ Online shopping and ordering
 - ◊ Negotiated pricing identified instead of list price
 - ◊ Shopping lists
 - ◊ Order tracking
 - ◊ Product sorting
 - ◊ Low-cost alternate suggestions
- Two day delivery on thousands of items.
- No shipping or handling fees on orders over \$35.00.
- Orders can be placed online by telephone, by fax or from Central Supply.

A contract overview can be found on the State Procurement Office website at: <https://apps.nd.gov/csd/spo/services/bidder/main.htm>, click on "List Contracts", click on "view" in the action column for #200.